

SELLER INFORMATION CHECKLIST

FINANCIAL DATA

1. Three years of federal tax returns
2. Three years of profit & loss statements
3. Latest interim financials

EQUIPMENT DATA

1. List of equipment divided into the following categories
 - A) Equipment being sold
 - B) Equipment on premise which is not owned
 - Leased equipment
 - Equipment provided by vendor
2. Leasing contracts for equipment
3. Maintenance contracts for equipment

PROPERTY INFORMATION

1. Leased
2. If owned
 - Property Plat
 - Most recent appraisal (if available)
3. Sub-tenant agreements (if applicable)
4. Apartments or other commercial leases (if any)
 - Monthly amounts
 - Deposits

MISCELLANEOUS

1. Copy of all or any licenses
2. Any contractual agreements that will be conveyed, as part
3. Copy of any outstanding notes, which may be assumed
4. Details about all outstanding notes
5. Salaries of key employees